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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2015-013

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP (RND)
Human Resources Director

SUBJECT: Revised PPM #22 – Volunteer Services Policy

DATE: April 2, 2015

PPM #22, Volunteer Services Policy, has been revised effective April 2, 2015. Specifically, the policy was updated as follows:

- Revised definition of Volunteer;
- Added provision for Volunteer Services Coordinator to delegate duties to agency personnel (as necessary);
- Added provision for Agency Heads to supplement policies and forms;
- Added Forms section

In conjunction, new Group and Individual Volunteer Registration Forms have been developed.

The revised policy and associated forms are attached for your convenience, and may also be accessed on Channel Z, which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:rnd
Attachments
c: Personnel Liaisons

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